



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

October 11, 2004

SUBJECT: Delegation of Travel for FY 2005

TO: Center Directors
Research Leaders
Location Administrative Officers

FROM: Adrianna D. Hewings /s/
Director

In accordance with Policy & Procedure 340.0, I am delegating to you for FY 2005, the authority to approve the following travel for employees under your supervision:

1. ARS-sponsored meetings held within the continental United States (CONUS) (Type C authorization)
2. Training and work related travel within the CONUS, not requiring approval at a higher level. (Type C Authorization)
3. Local travel expenses such as local mileage, parking fees, etc. (Type L authorization)
4. National scientific meetings within the CONUS (Type C). RL's may sign all national scientific meetings other than their own that are within CONUS, even if they were not on the ARMPS Plan. Support staff (Technicians, Support Scientists) travel to scientific meetings for other than training purposes, should have a strong justification.
5. Non-foreign work-related travel between CONUS and Alaska, Hawaii, Puerto Rico, Virgin Islands and other U.S. territories and possessions.
6. Travel Expenses paid from other U.S. Government agencies.
7. Travel Advances.
8. Travel vouchers except relocation or first-duty station, for employees under your immediate supervision. I am delegating to the Location Coordinators and/or LAO the authority to approve travel vouchers for CD/RL located within their Location.

Delegations to approve travel authorizations may not be made below the Research Leader level. Location Coordinators should be approving the travel for Location Support staffs.

Per P&P 340.0, I maintain the authority to approve the following travel:

1. All foreign travel.
2. Type B Authorizations.
3. Non-foreign travel to international meetings.
4. Travel expenses paid by non-federal funds.
5. Actual subsistence other than national meetings.
6. Domestic travel for preemployment interviews.
7. Change of official station and first post of duty station.
8. Domestic travel of persons not holding federal appointments.
9. Employees directly under my supervision.
LAO's may sign RL travel authorizations to attend national scientific meetings
approved by me on the FY 2005 ARMP Travel Plan.

The above requests should be submitted to the ATA for Area approval as indicated below. Requests that do not comply with these instructions and/or that have missing information, will be returned for you to resubmit correctly.

Foreign Travel: The AD202 and all required paperwork should be submitted to the Area Transportation Assistant (ATA) for Area Director approval. Foreign travel is on-going and will be approved on a case-by-case basis. As a reminder, all foreign trips on the ARMPS Travel Plan have not been pre-approved and must still be submitted within the time frames previously established in the MWA.

Type B Authorizations: AD202's will continue to be sent to the ATA for Area Director approval. The purpose and justification for other than a CD/RL must clearly explain why the B Authorization is needed with an explanation of where the plot work is located, etc.

Non Federal Source Travel: AD202's must be submitted to the ATA along with the completed Non Federal Source Report, Conflict of Interest Analysis, letter of invite and letter of acceptance for Area Director approval. A sample letter of acceptance was previously furnished by the ATA. If you need a sample, please contact JoAnn Giamette. The letter must be formatted in compliance with the ARS Correspondence Manual.

Actual Subsistence for National Meetings: Submit meeting brochure which provides meeting information, hotel rates, etc. to the ATA to request Administrator's approval. Upon receipt of Headquarters email approval, attach to authorization which will suffice as delegation of authority for the RL to sign the AD202.

Actual Subsistence (all other travel): Submit an email to the ATA with justification including destination, purpose of trip, per diem rate for area traveling, actual hotel cost, and reason actual subsistence is needed. Upon receipt of approved email from the Area Director, attach to AD202 as delegation of authority for RL to sign AD202.

Actual Subsistence (Post Approval): Submit an email to the ATA with justification including destination, purpose of trip, per diem rate for area traveling, actual hotel cost and reason actual subsistence was not known prior to travel. Upon receipt of approved email from the Area Director, attach to AD202 as delegation of authority for RL to sign AD202.

Preemployment interview travel: Upon receipt of the approved REE-11, attach to the AD202 as delegation of authority for RL to sign AD202.

Domestic travel for non government travelers: Submit an email to the ATA with justification including destination, purpose of trip, per diem rate for destination travel. Upon receipt of approved email from the Area Director, attach to AD202 as delegation of authority for RL to sign AD202.

While under a Continuing Resolution at the beginning of the fiscal year, all travel is approved contingent upon the availability of funds. Your budgets will be restricted and thus travel will need to be limited to those trips that are essential. Please make sure the statement "Contingent Upon Availability of Funds" is on each authorization until the full budget is approved and inform your travelers of the possibility of last minute cancellations of travel due to budget restrictions.

As always, travel will be performed only when necessary to carry out the mission of the Management Unit. There must be a bona fide reason to attend meetings, such as to present a paper or poster, or to attend a workshop or training course.

For your convenience a one page spreadsheet has been included as a quick reference of the delegation of authority to approve FY2005 travel. Please follow these guidelines when approving travel within your Management Unit and when submitting travel to this office for approval.

Enclosures

CC:
AAO
ABFO
ATA
RL Secretaries

DELEGATION OF AUTHORITY TO SIGN TRAVEL AUTHORIZATIONS

TYPE	PROCEDURES AS OF 10/01/01	AD	RL, etc.
ARS sponsored meetings	ARS sponsored meeting held within the CONUS (type C Authorization)		X
Training/work related travel w/in the CONUS	Training and work related travel within the CONUS not requiring approval at a higher level		X
Other Travel	Local travel expenses (Type L) and expenses paid by other U.S. Gov. agencies.		X
All other travel w/in CONUS to National Scientific Mtgs.	RL's may sign all national scientific meetings other than there own that are within CONUS, even if they were not on the ARMPS Plan.		X
Outside CONUS	AD202's for employees under their supervision for travel outside the 48 contiguous states (AL, HI and US territories-PR, VI Guam)		X
Travel Advance/ Travel Vouchers	Travel vouchers except relocation or first-duty station, for employees under your immediate supervision. Location Coordinators and/or LAO may approve vouchers for CD/RL located within their location		X
Foreign Travel	Foreign travel is on-going and will be approved on a case-by-case basis. As a reminder, all foreign trips on the attached Travel Plan have not been pre approved and must still be submitted within the time frames previously established in the MWA.	X	
Type B AD202's	All Type B AD202's will continue to be sent to the ATA for AD approval	X	
Non Federal Source travel	AD202's requesting approval for acceptance of outside funds must be submitted to the ATA along with completed Non Federal Source Report, Conflict of Interest Analysis, letter of invite and letter of acceptance for AD approval.	X	
Relocation Travel	All AD202's and vouchers for relocation travel will be prepared by ATA and signed at the area level.	X	
Actual Subsistence for National Meetings	Send Documentation (reg., hotel rates, etc) to ATA to request Administrator's approval. Upon receipt of Headquarters e-mail approval, attach to AD202 as delegation of authority for RL to sign AD202.	X	
Actual Subsistence for other travel	E-mail request with justification including destination, purpose of trip, why actual subsistence is needed. Upon receipt of AD approval, attach to AD202 as delegation of authority for RL to sign AD202	X	
Actual Subsistence post approval	E-mail request with justification including destination, purpose of trip, reason rate was not known prior to travel. Upon receipt of AD approval, attach to AD202 as delegation of authority for RL to sign AD202	X	
New Hire Interviews	Use REE-11 form to obtain AD approval to pay travel expenses. Upon receipt of approved REE-11, attach to AD202 as delegation of authority for RL to sign AD202	X	
Non-government Travelers	E-mail request with justification including destination, purpose of trip and benefit to ARS. Upon receipt of AD approval, attach to AD202 as delegation of authority for RL to sign AD202	X	
RL travel to National Scientific Meetings	LAO may sign RL AD202's to attend national meetings approved by AD on ARMPS. For national scientific meetings not on ARMPS, E-mail request including destination and purpose of trip. Upon receipt of AD approval, attach to AD202 as delegation of authority for LAO to sign AD202	X	